Evaluation of Position Description

Labor Category/FLSA: Exempt

_____**Current Position Description**
__X__**Proposed Position Description**

Date Prepared: 10/07/03

Approving Official: **Name:** Sheryl A. Wheeler **Signature:**
Title: HR Specialist

Position Title/Series/Grade: Supervisory General Engineer, GS-801-14

ORGANIZATION: Division of Property Management (DPM) , Construction Management Branch (CMB)

References: General Grade-Evaluation Guide for Nonsupervisory Professional Engineering Positions, GS-800, TS-6, dated June, 1971, General Schedule Supervisory Guide (OPM)

SERIES AND TITLE DETERMINATION

SEE ATTACHED EVALUATION.

CLASSIFICATION EVALUATION STATEMENT

~~(For DCAB Team Leader Positions)~~

Current Classification: Not Established

Organization: NIH, ~~ORS, Division of Engineering Services (DES), Design Construction & Alterations Branch, Team~~ 4

Requested Classification: General Engineer, GS-801-14

Final Classification: ~~INTERDISCIPLINARY~~:
Supervisory General Engineer, GS-801-14
~~Supervisory Architect, GS-808-14~~

~~NOTE: This position could be filled by either an Architect or an Engineer.~~

Referenced Standards:
a) General Grade-Evaluation Guide for Nonsupervisory Professional Engineering Positions GS-800, TS-6, dated June, 1971
~~b) Architecture Series, GS-808, TS-77, dated October, 1986~~
c) General Schedule Supervisory Guide (OPM), dated April, 1993

A. Background: This position is located in the ~~Design, Construction and Alteration Branch (DCAB) of DES. DCAB~~ is a newly created organization which consolidated three ~~DES~~ branches into one branch. The ~~DCAB~~ is responsible for providing the architectural, engineering, and project management services required to construct new facilities, make improvements, make major repairs, and finalize alterations to existing facilities. The ~~DCAB~~ also provides national leadership in facilities design methodology to the extramural biomedical research community by establishing design criteria and reviewing and approving designs at NIH grantee institutions.

The incumbent of the position serves as a Program Manager for the ~~DCAB~~, and is the section chief and supervisor of one of the nine Management Teams. ~~(The DCAB is composed of the Office of the Branch Chief, a Business Center, a Technical Resources Group, and nine Management Teams).~~ This classification evaluation is written in a generic format and is applicable to any of the nine Program Manager positions which have position descriptions also written in a generic format. (The one exception to the generic format is the position description for the ~~Chief of Team 2, DCAB~~, which describes the duties of the leader of the in-house design group. The duties contained in that position description are slightly individualized, but do not contain any major differences from the rest of the ~~DCAB~~ team leaders and thus, it is also covered by this generic classification.) The Pr gram Manager is responsible for all aspects of the planning, design, and construction of multi-million dollar construction programs assigned to the Management Team. The facilities and systems to be built under these programs are typically complex and often unique to the NIH research setting.

B. Title and Series Determination:

Reference (a) and (b) were used to determine if the position was classifiable as a General Engineer or as an Architect. Upon review of the standards, it was determined that either an Architect or an Engineer could perform the duties of the position. The position requires an individual who can plan and develop requirements, procedures, and directives necessary for carrying out new construction programs and projects. The incumbent of this position is responsible for all aspects of the planning, design, and construction of extensive construction programs assigned to the Management Team. Both an engineer and an architect would have the knowledge and technical expertise to perform these functions. Additionally, the incumbent is responsible for supervising an operating team of professional and support personnel, and supervisory duties constitute a major portion of the incumbent's duties. Therefore, the prefix "Supervisory" is added as indicated in the titling instructions of the General Schedule Supervisory Guide (GSSG).

The final title determination of the position is Interdisciplinary: Supervisory General Engineer, GS-801 or Supervisory Architect, GS-808.

C. Classification Standards Used: This position is classified at the GS-14 level based both on its technical merit and supervisory responsibilities. The technical responsibilites are evaluated in narrative and FES form by reference to the General Grade-Evaluation Guide for Nonsupervisory Professional Engineering Positions (OPM) which is used in determining the grade level of nonsupervisory professional engineering positions. Reference was also made to the Architecture Series, GS-808, and it was determined that the grade could be sustained in that series as well.

The position is also evaluated by reference to the General Schedule Supervisory Guide (GSSG). The GSSG evaluation is done on the attached FES format list only, and not in narrative form.

D. Grade Level Determination: (Based on General Grade-Evaluation Guide for Nonsupervisory Professional Engineering Positions)

Type of Work -

The guide states that the grade level criteria are presented in terms of three broad types of nonsupervisory work performed by engineers. Based upon the descriptions of the types of work, it is clear that the duties contained in this position description would fall under Type III which states that "work of this type involves staff assignments as technical consultants and advisers and/or program coordinator-reviewers in engineering organizations engaged in Type I and/or Type II work....These engineers exercise judgment, based on extensive experience, in providing guidance to engineers in the same specialty fields." The incumbent provides guidance to other senior General Engineers on the team and maintains close watch on the progress and status of several hundred ongoing facility projects and takes action to ensure that progress and schedules of projects are not hampered. The duties of this position would not fall under Type I since that is

work that is "conventional in nature and is accomplished primarily by application of... standard guides, precedents, methods, and techniques." The work of this position is not conventional and can not be accomplished by application of standard techniques since the research activities of the NIH require facilities that often entail unique problems and innovative solutions. The duties of this position would not fall under Type II work which is characterized by work with objectives such as "solving novel and unusual problems, extending the boundaries of existing knowledge...or [developing] standards to be used in performing Type I work." The duties of the position require a more practical, time and finance driven view toward professional engineering work rather than having a focus of developing new techniques for accomplishing work.

Therefore, the duties are appropriate to Type III work.

Nature of Assignment -

The nature of the duties most closely fits with the nature of assignment description for Type III work at the GS-14 level. At that level, the guide states that engineers coordinate and review broad programs containing a large amount of GS-11 and GS-12 level work being undertaken at numerous locations under diverse conditions. Engineers at that level review work, develop standards and procedures to be used by the other engineers, and provide on-site advice and review. The incumbent of this position supervises GS-13, GS-12, and GS-11 engineers actively involved in various construction and alteration projects throughout the NIH, and directs the technical and budget reviews of projects at regular intervals. The incumbent must be skilled in overseeing the planning, budgeting, and tracking process for the design and construction of large scale, multi-million dollar programs. Similarly, the guide states that at the GS-14 level the engineer works directly for and serve as the overall engineering adviser to the chief of a research, development, and evaluation organization. The incumbent of this position serves as the liaison between DES and the NIH ICDs, and leads a team of professional that handles all the design and renovation needs of the ICD.

Level of Responsibility

The level of responsibility of the position most closely correlates with the level of responsibility description for Type III work at the GS-14 level. The guide states that at the GS-14 level guidance from higher levels is restricted to matters of broad policy and budget limitations, and the incumbent's recommendations and decisions are almost universally accepted as technically sound. The actions of the incumbent of this position are viewed as technically authoritative and administratively appropriate, and works under the general direction of the Branch Chief. Additionally, the guide at the GS-14 level states that engineers have extensive contacts with key officials in government and private industry. The incumbent of this position has contacts with the top scientific and administrative NIH management, i.e., ICD Directors and Scientific Directors, Executive Officers, DHHS officials, and congressional representatives. The level of these contacts and responsibility are most closely described at the GS-14 level of the guide.

E. Conclusion:

This position is being established in the DES reorganization in order to provide leadership to a management team with the authority, responsibility, and resources to take an engineering project from initial request to completion. Each ICD will continue to have an identified program manager (the incumbent of this position) responsible for the implementation of its' facility needs, but now supported by a team of coordinators and project officers working under the program manager's leadership to provide the highest level of customer service possible.

This position met the level of responsibility and the nature of assignment that is described at the GS-14 level of the guide. Therefore, this position is appropriately classified as Interdisciplinary: Supervisory General Engineer, GS-801-14 or Supervisory Architect, GS-808-14.

Submitted by: Sarah Hochuli Date: 11-4-96
Sarah G. Hochuli
Personnel Management Specialist

Concurred by: [See Chief's signature on evaluation for the DCAB team leader - Team #1] Date: _____
Carolyn Klym
Chief, ESS Section, PMB

General Schedule Supervisory Guide (GSSG) Evaluation
DCAB Team Leaders

Introduction -
Although it has been determined that the DCAB Team Leader positions are classified at the GS-14 level based on the technical duties involved without regard to the supervisory duties entailed, the following is a point-factor breakdown of how the generic position descriptions rates against the GSSG. The GSSG is the appropriate classification guide to use to evaluate the supervisory aspect of the position since supervision of others will constitute a major duty of the position occupying at least 25 percent of the position's time.

In accordance with the GSSG's titling instructions on page 8 of the guide, the prefix "Supervisory" is added to the series-determined title to result in the title of "Supervisory General Engineer" or "Supervisory Architect".

Factor 1 - Program Scope and Effect	Factor Level 1-3 550 points
Factor 2 - Organizational Setting	Factor Level 2-2 250 points
Factor 3 - Supervisory and Managerial Authority	Factor Level 3-3 775 points
Factor 4 - Personal Contacts	Factor Level 4a-3 75 points
	Factor Level 4b-3 100 points
Factor 5 - Difficulty of Typical Work Directed	Factor Level 5-7 930 points
Factor 6 - Other Conditions	Factor Level 6-5 1225 points

TOTAL = 3905 points

Conclusion - This position scored a total of 3905 points when compared against the GSSG. The Point-to-Grade Conversion chart states that a point range of 3605 - 4050 converts to the GS-14 level. Therefore, this position classifies as a Supervisory General Engineer, GS-801-14 or as a Supervisory Architect, GS-808-14, based on its supervisory duties.

Submitted by: Sarah Hochuli Date: 11-4-96
Sarah G. Hochuli
Personnel Management Specialist

Concurred by: [See Chief's signature on the evaluation for DCAB team leader - Team 1] Date:
Carolyn Klym
Chief, ESS Section, PMB

Supervisory General Engineer
GS- 801-14

INTRODUCTION

This position is located in the Office of Research Facilities Development and Operations (ORFDO), Office of the Director (OD), National Institutes of Health (NIH), Department of Health and Human Services. The ORFDO employs a staff of approximately 602, including professional, scientific, administrative, technical, trades, and support positions. The ORFDO is primarily responsible for planning and directing services that provide master planning; capital facility project management; real property management, including architecture and engineering, maintenance, space and facility management; and, the acquisition of architecture and engineering services, leasing, construction, and facility maintenance and operations related services. In addition to its main campus covering over 300 acres in Bethesda, Maryland, NIH has research facilities throughout Montgomery County, MD; in Baltimore and Frederick, MD; in Research Triangle Park, NC; and, in Hamilton, MT. The types of facilities used by NIH are diverse and consist predominantly of special purpose space such as hospitals, multi-disciplinary clinics and biomedical research laboratories, and facilities that house computers, animals, unique testing devices, as well as general office and support space.

The Construction Management Branch (CMB), Division of Property Management (DPM), ORFDO provides architectural, engineering and construction management services required for planning, designing and constructing, altering, renovating, improving and repairing NIH facilities through in-house resources or contracts with A/E and construction firms. Responsible for monitoring and reporting progress of projects under its purview against approved programs of requirements, budgets, and schedules. Responsible managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules.

I. MAJOR DUTIES AND RESPONSIBILITIES

The incumbents serves as Branch Manager of the Construction Management Branch (CMB), DPM. The incumbent is responsible for all aspects of planning, design, and construction of multi- million dollar construction program assigned to CMB. The facilities and systems to be built under these programs are typically complex and often unique to the NIH research setting. The research activities of the NIH require utility systems and facilities that often entail unique problems and innovative solutions. At the same time, projects involve broad application of architectural and engineering theory and practice. Overall success of these projects is of the utmost importance to the NIH. The incumbent must apply management skills to successfully carry out these duties.

The incumbent has frequent contacts with Institutes/ Centers/ Division Directors, Scientific Directors, and Branch Chiefs and other senior executives of the NIH regarding the planning and execution of major renovation and construction programs. The incumbent must deal with supervisory duties of the branch as well as budgetary and technical programmatic issues of projects.

Specific responsibilities of the Branch Manager include:

- Serving as the liaison between the CMB and IC's and the Government Representative (s). This involves balancing project needs, programmatic needs, available funding, manpower, setting priorities among projects, and keeping a balanced workload between the teams reporting to him/ her.
- Planning and developing requirements, procedures, and directives necessary for carrying out new and renovation construction projects. The Branch manager is responsible for proper distribution of work between the project team.
- Anticipating and resolving conflicts that may rise in compliance with project design, bid, and construction documents. If disputes arise regarding the design or construction contract issues (i.e. payment or claims), the incumbent, with the advise of project technical staff, contracting officer and legal counsel, is responsible for determining the most favorable course of action.

- Maintaining close watch on the progress and status of several hundred ongoing facility projects and taking appropriate action to ensure that progress and schedules of the projects are not hampered. This includes monitoring of schedule and cost of major projects for excessive cost over- runs or claims. The incumbent needs to establish reporting systems to assure timely notification is provided to the Government representative of any deviation from original budget or schedule.
- Managing the Extramural Facilities Grant Program's overall yearly budget and schedule requirements for the technical review and assures that appropriate resources are identified to conduct the reviews in the appropriate time frame.
- Overseeing personnel matters for the section including, but not limited to, evaluation of employees work performance, initiation or review of requests for promotion, recruitments awards, disciplinary actions, separations, training, details, reassignments, and leave. Incumbent appropriately addresses grievances and /or complaints in a timely fashion and at lowest level of the organization. Training plans are developed with each employee of the section to assure the highest level of effectiveness for the organization and the career development for the employee.
- Formulating the branch's operating budget proposal for the year, justifying the proposal through the budget process, and managing the resulting budget award throughout the fiscal year. Status of funds reports, including commitments and obligations, must be rigorously monitored and tracked for proper use of operating funds.

- Furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and you adhering to nondiscriminatory employee practices in regards to race, color, religion, sec, national origin, age, or hardship. Specially, as supervisor, the incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following areas:
  Merit promotion of employees and recruitment and hiring of applicants
  Fair treatment of all employees
  Encouragement and recognition of employee achievement
  Career development of all employees
  Full utilization of employee skills

  The incumbent, in conjunction with his/her supervisor, develop and affirmative action plan that includes objectives and goals, and monitors and periodically assesses progress. Seeks out and utilizes available resources, including appropriate personnel generalists/ specialists, EEO specialists, and training resources in conducting these responsibilities. Incumbent will be appraised on the effectiveness of his/her performance.

  The following factors provides further information about the position:

Factor 1 Knowledge Required

Advanced professional knowledge of the theories, principles, practices, and techniques of organizational management for facilities planning, design, construction, and analysis. Comprehensive knowledge, skills, and ability to oversee the planning, budgeting, and tracking process for the design, and construction of multi-million dollar programs comprised of many small and large scale projects.
Ensures that the project plans prepared in the branch meet the needs for the NIH. Strict adherence by the incumbent to the requirements of the CMB Quality System Manual (QSM) is essential. Incumbent must perform all work in compliance with CMB QSM strictly following its policies, procedures, and requirements concerning procedural documentation and internal external audits.
Ensures the Contracting Officers and the IC representatives are satisfied with the quality of design and construction. Resolve any issue regarding arising from surveys of customers and take corrective action.
Ability to prepare presentations material and present these to NIH management and customers for projects design and construction.
Comprehensive knowledge of construction contract law, Federal procurement policies and procedures, and financial management.

Factor 2 Supervisory Control

The incumbent serves under the general direction of the Director of the Division of Property Management (DPM), Office of Research Facilities, works independently, using his/her initiative to maximize the effectiveness and success of the branch. The incumbent actions are technically authoritative and administratively appropriate. The incumbent keeps the Director of DPM informed on programs and projects progress and identifies any potentially controversial issues with far reaching implications

Performance is judged by demonstrated professionalism through the effective accomplishment of projects and success in meeting NIH mission goals and objectives.

Factor 3 Guidelines

In addition to standard engineering references, guidelines are broadly stated agency regulations and policy statements. Much of the work involves policy matters or deals with coordination of programs or projects for the design an construction of biomedical research facilities, and Federal budget and procurement policies as the apply to A/E and construction procurement are of primary concern. Personnel policy and regulations are also of routine and necessary concern for the accomplishment of program objectives. The incumbent must exercise considerable judgment and ingenuity in interpreting or adapting guidelines that do exist and developing new approaches when required. Additionally, as a recognized authority, the incumbent must exercise considerable judgement and ingenuity in interpreting existing guidelines and policies and developing new approaches when required.

Factor 4 Complexity

The assignments are extremely complex, being initially conceptual in nature and a times extending in varied situations into planning, designing, scheduling and construction phases. There are often urgent assignments involving public exigency (e.g. rodent

swine flu virus development, AIDS research programs, etc.) The incumbent also represents CMB as the engineering contract expert over the full range of facility requirements from general planning through specific project completion. The IC facility programs involve the most sophisticated equipment and facilities and the latest in scientific and technological advances. Assimilating such advanced equipment and facilities into the aging building and infrastructure is an extremely complicated process.

Factor 5 - Scope and Effect

The incumbent's advice is accepted as authoritative and based on his/her advice, actions, and direction, new and altered facilities for the IC's are planned. The resulting facilities and all their ancillary attributes (i.e.:timeliness, budget, excellence of design, excellence of construction, innovativeness) have a direct bearing in the success of the programs carries our by the IC's occupying these facilities. Whether the program is patient care or medical research, the quality of the facilities has a direct effect upon the quality and results of the program.

Factor 6 - Personal Contacts

The personal contacts include but not limited to : IC Directors and Scientific Directors; Executive Officers; Senior Administrative Officers and other professional managers; physicians; researchers; facility maintenance staff; facility maintenance planners; DPM management staff; ORF staff; A/E's and construction contractors staff. Contracts require that the incumbent establish strong relationship with the IC's in an atmosphere of complete confidence such that the planning, design, and construction process can proceed without the repetitive need for additional contact.

Factor 7 - Purpose of Contacts

Contacts are to provide leader, authoritative technical interpretations, and guidance in the area of program management as they relate to design and construction of biomedical research facilities.
Contacts within DPM and ORF will focus on design and construction related issues that involve establishment of policies, plans, scopes, programs, and budget estimates geared to meet the needs of the Government. The incumbent will then coordinate the program management activities required to meet these policies, plans, scopes, programs, and budget estimates. Contacts NIH administrative and research personnel to determined scopes of work.

Factor 8 - Physical Demands

The work is usually sedentary and performed in an office environment, although travel to field installations involves a considerable amount of walking, climbing, and other forms of physical exertion associated with program evaluation activities.

Factor 9 - Work Environment

Work is normally performed in an office setting with some site visits to the laboratory and animal areas where bio-hazard exposure is common and some visits to mechanical equipment rooms and power plants where exposure to noise, high voltage and moving parts is common.